

## **SENIOR COURT FACILITIES AND RECORDS CLERK**

### **DEFINITION**

Under general supervision, leads and participates in the operation of the Court's Records Center; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position class responsible for leading the work of the Court Facilities and Records Clerks. The class provides technical guidance and training to the clerks in the Records Center.

### **ESSENTIAL FUNCTIONS**

1. Assists with the planning, scheduling and evaluation of Court Records Center staff.
2. Schedules courier route based on record and form delivery needs.
3. Trains staff in various duties including performing research, certification and filing.
4. Prepares monthly statistical reports for the Courts Records Center.
5. Responds to inquiries from court staff, attorneys and the public regarding file inventory and case file status information.
6. Assists the supervisor with the maintenance of the file folder inventory for all court districts.
7. Provides on-site supervision for the packing and removal of records from outlying court districts.
8. Provides vacation and temporary relief for any position within the Court Records Center.
9. Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS**

Two years of increasingly responsible records management experience involving customer service preferably in a court or legal environment or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Employees of this class must be willing to work in a warehouse environment.

### Knowledge of

Records management practices; modern inventory control practices; court forms; court filing systems; legal document processing; training practices and methods; generally accepted warehousing procedures and record keeping methods; safety practices and techniques; proper operation of warehousing equipment such as dollies, hand trucks, pallet jacks, etc; office computer applications; County requirements and state laws related to the operation of County-owned vehicles.

### Ability to

Use warehousing tools and equipment; safely operate a motor vehicle; follow verbal and written instructions; operate modern office equipment including a personal computer; maintain effective working relationships with vendors, attorneys, the public, and judicial and other court staff.

### Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

## **PHYSICAL CHARACTERISTICS**

Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens. Ability to speak and hear at normal conversational levels in person and over the telephone. Manual dexterity to write legibly and to use a computer terminal; to use both hands to grasp and hold boxes, supplies, tools, and other stock items of various sizes and shapes. Ability to regularly lift, carry, and push more than 40 pds.; and to reach, bend, or crouch to retrieve or store stock and other items. Ability to safely operate a fork lift to pick up and move boxes and other items. Ability to work outdoors in inclement weather as required; and indoors around fumes and dust.

Date Est. 4/00